Tweed River High School

**Assessment Task Cover Sheet**

***COMPLETE ALL THE DETAILS BELOW***

***Note:*** This sheet must be **stapled** to the front of the task **prior to** **being submitted for marking**.

**The task must be submitted at the Front Office BEFORE 8:20am on the day it is due.**

Collect the **stamped assessment submission receipt** from office staff and **keep for your records**.

|  |  |
| --- | --- |
| **Teacher:** | **M\_\_\_**  |
| **Subject / Course:** |  |
| **Student:** |  |
| **Task Description:** |
| **Task No.: \_\_\_\_\_\_** | **Weighting:** \_\_\_\_\_\_ % | **Due Date:** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ | **No. Pages:** \_\_\_\_\_\_\_\_\_ |
| **Office Use:** |
| **Receiving officer Initial:** | **Office Date Stamp Time: \_\_\_\_\_: \_\_\_\_\_\_** |
|  |

*Student to complete the slip below*

***Office staff to date stamp, tear off and return slip below to student***

**Tweed River High School**

**ASSESSMENT TASK SUBMISSION RECEIPT**

***KEEP for YOUR RECORD of the TASK SUBMISSION DETAILS***

|  |  |
| --- | --- |
| **Student:** |  |
| **Subject / Course:** |  |
| **Task:** |  | **Receiving officer Initial:** |
|  |